



DEPARTMENT OF PERSONNEL

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MEMO PERD # 34/99

September 22, 1999

MEMORANDUM

TO: All State Agencies
ATTN: Designee for Distribution of Manager's Handbooks
FROM: Jeanne Greene, Director
Department of Personnel
DATE: September 22, 1999
SUBJECT: MANAGER'S HANDBOOK

Enclosed are copies of the Manager's Handbook for distribution within your department/division, as appropriate, based on the information you submitted. Please replace the 1996 Manager's Handbook with the 1999 edition.

As your managers and supervisors review the information in the Handbook, we would appreciate their comments regarding the content of the handbook and its usefulness as well as any suggestions for improvement. Please direct those comments in writing to the attention of Phil Hauck, Department of Personnel.

Thank you for your assistance. If you have any questions regarding this distribution, please call Rita Jacques at 684-0119.

JG:mc

cc: Phil Hauck, Supervisory Personnel Analyst, Department of Personnel